

Settlement Agreement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Settlement Agreement Offer

I hope this letter finds you well. I am writing to formally propose a settlement agreement regarding [brief description of the dispute or issue]. It is my intention to resolve this matter amicably and efficiently.

Below are the proposed terms of the settlement:

- Term 1: [Description of the first term]
- Term 2: [Description of the second term]
- Term 3: [Description of the third term]

I believe this offer represents a fair resolution for both parties and would allow us to avoid the uncertainties and costs associated with litigation. I encourage you to review this proposal and consider the benefits it could bring.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further clarification.

I look forward to your response.

Sincerely,

[Your Name]